

TITLE, SERIES, GRADE: Human Resources Specialist, GS-201-11
SALARY RANGE: GS-11: \$45,285 - \$58,867
PROMOTION POTENTIAL: GS-12
VACANCY ANNOUNCEMENT NUMBER: 02-SDGA-06
OPENING DATE: 10-25-02 CLOSING DATE: 11-04-02
DUTY LOCATION(S): United States Attorney's Office, Savannah, Georgia
NUMBER OF VACANCIES: One (1) Position
CONTACT: Name: Marian M. Nelson
Phone #: 912-201-2500
TDD #: 912-652-4800

Send your application package to:

Marian M. Nelson
Administrative Officer
United States Attorney's Office
P.O. Box 8970
Savannah, GA 31412

WHO MAY APPLY: Nationwide (All Sources) - Plus well-qualified surplus and displaced Federal employees (CTAP and ICTAP) in the local commuting area.

PROBATIONARY PERIOD: One year probationary period may/may not be required.

DUTIES: Challenging opportunity for a human resource professional to work in the United States Attorney's Office, Savannah, Georgia. United States Attorneys' Offices are responsible for prosecuting cases of significant impact such as the World Trade Center bombing and matters arising out of the new Patriot Act. Serves as a Human Resource Specialist to approximately 65 employees in the legal field, about one half of which are attorneys. This position has responsibility for management of the full range of personnel services in the following functional areas: recruitment and placement, position classification, employee relations and performance management, employee benefits, labor relations, and human resources development. Serviced areas includes positions classified in different occupational series which include clerical, technical, administrative and professional positions. Assignments include both day-to-day case processing, advice and assistance to management and staff, and special projects and studies. Serves as the authoritative consultant to management on human resources matters with responsibility for providing innovative, effective solutions to a wide variety of difficult cases and problems. May be called upon to participate in human resources workgroups, initiatives or evaluations with other human resources specialists in the organization. The full performance level of GS-12 is contingent upon the District's receipt of full delegation as a Servicing Personnel Office, from the Executive Office for United States Attorneys. Incumbent will have direct impact on District's receipt of such delegation. Candidates willing to relocate to Savannah may be entitled to relocation expenses as well as a relocation bonus.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - Applicants must possess one year of specialized experience equivalent to at least the next lower grade level in the federal service. Specialized experience is that which equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. *Qualifying Specialized Experience for GS-11 Eligibility* is experience that required extended specialized training; was performed under general administrative supervision with wide latitude for the exercise of independent judgment; and demonstrated marked capacity for sound independent actions or decision. Substitute education for GS-11 - Education in or related to human resources management studies may be substituted for the required specialized experience as follows: three full academic years of progressively higher level graduate education or Ph.D., or equivalent doctoral degree. Equivalent combinations of qualifying education and

experience may also be substituted for required specialized experience.

Note: Applicants are responsible for sufficiently describing experience and/or education which makes it clear that the qualifications and requirements for this position are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement. Applicants must meet all requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related competencies (KSAs). The Rating Schedule/Crediting Plan can be compared to a scorecard. An examiner will review your application and your response to the KSAs and assign scores of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate this degree of Superior, Satisfactory, and Barely Acceptable.") Basically qualified applicants may be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience and education as outlined in the application and any job-related information contained in supplemental material, e.g., justification for awards, and performance ratings or letters of commendation in relationship to the following Knowledge, Skills and Abilities (KSAs):

- A) Knowledge of recruitment and staffing.
- B) Knowledge of federal classification principles, policies and procedures.
- C) Knowledge of federal employee benefits program.
- D) Knowledge of performance management systems and awards.
- E) Ability to communicate orally.
- F) Ability to communicate clearly in writing, e.g., to provide information, instructions, explain procedures, and resolve issues.

Applicants are encouraged to submit a concise, narrative statement addressing how their background meets each of the KSAs listed above. Failure to do so may result in a lower score in the evaluation process.

Applicants must indicate the grade level(s) for which they are applying, if the position is advertised at more than one grade. If not specified, applicants will be considered for only the highest grade qualified.

3. HOW TO APPLY -

This position is advertised concurrently under both Merit Staffing (internal) and Delegated Examining (external) procedures. Status applicants will be considered only under Merit Staffing procedures unless they submit TWO (2) complete application packages.

Applicants must submit one of the following: an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), OR a resume.

Also, the following documentation is required for status applicants:

_A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)

_A copy of a performance appraisal issued within the last 12 months (current, Federally-employed applicants only)

If a resume is submitted, it must include all of the following applicable information.

PERSONAL INFORMATION:

_Full name, mailing address, and day and evening phone numbers including area codes

_Social Security Number

_Country of citizenship (this position requires United States citizenship)

_Veterans' preference

- _Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- _Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- _Names of high school attended, city, state, and zip code, date of diploma or GED
- _Name of college and university attended, city, state, zip code
- _Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- _Copy of college transcripts only if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- _Job title (include series and grade if a Federal job)
- _Duties and accomplishments
- _Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- _Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

- _Job-related training courses (title and year)
- _Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- _Job-related certificates and licenses (current only)
- _Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days. CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

5. VETERAN'S PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference also must submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration, dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION - To be considered, applications must be received or postmarked no later than the deadline date indicated on this announcement. Relocation expenses may or may not be authorized, the determination of entitlement will be made in accordance with applicable guidelines. Applications submitted at the government's expense will not be considered. This includes those mailed at government expense and those transmitted to a government fax machine.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selected applicant will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities or 30% or more. Appropriate documentation to support this claim for eligibility will be required.